

GENERAL SERVICES ADMINISTRATION  
WASHINGTON, DC 20405

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GSA BULLETIN FPMR B-34  
ARCHIVES AND RECORDS

TO : Heads of Federal Agencies

SUBJECT: Records Management Handbook, "Information Retrieval"

1. Purpose. This bulletin announces the availability of a new Records Management Handbook, "Information Retrieval."
2. Expiration date. This bulletin expires June 30, 1973.
3. General. This new handbook serves as an overview of the field of information retrieval and covers the application of modern information methods and equipment to improve the dissemination, storage, and retrieval of information. It tells how to conduct information retrieval surveys, how to design a coordinate index system, and how to select the appropriate system and equipment to meet user requirements. The handbook is designed primarily for records managers, management analysts, documentation specialists, and other officials responsible for developing or managing information retrieval systems.

4. Availability.

a. One copy is being sent to the liaison office in each agency in accordance with FPMR 101-11.102-6.

b. Federal Government personnel may requisition copies from the Federal Supply Service, GSA (FSN 7610-042-8762) at 60 cents per copy.

c. The general public may obtain copies of the handbook at \$1.25 per copy from the Superintendent of Documents, Government Printing Office (GPO Catalog Number GS4.6:IN3/2), Washington, DC 20402.



JAMES B. RHOADS  
Archivist of the United States